

## **Agenda**

Central Committee Meeting #1 – Monday, 29<sup>th</sup> July 2024

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Time : 17:00

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre

### **1. Procedural Matters**

- 1.1. Acknowledgement of Indigenous Owners
- 1.2. Official Welcome
- 1.3. Attendance
- 1.4. Apologies
- 1.5. Adoption of Agenda

### **2. Matters Arising from Previous Minutes**

### **3. Confirmation of Previous Minutes**

- 3.1 eCCM #2

### **4. Proposals**

- 4.1. PR/VISA Workshop Sem 2 2024 Proposal
- 4.2. ISA Recruitment August Intake 2024 Proposal

### **5. Reports**

- 5.1. ISA Recruitment July Intake 2024 Report
- 5.2. ISA Appreciation Night and Winning House Dinner 2024 Report
- 5.3. SWOTSNACC Semester 1 2024 Report
- 5.4. Exam Pack Giveaway 2024 Report
- 5.5. Night Market 2024 Report
- 5.6. President's Monthly Report



**6. Other Business**

**7. Next Meeting**



## Unconfirmed Minutes

Emergency Central Committee Meeting #2 – Monday, 8<sup>th</sup> July 2023

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Time : 16:00

Venue : Zoom

### 1. Procedural Matters

#### 1.1. Acknowledgement of Indigenous Owners

#### 1.2. Official Welcome

#### 1.3. Attendance and apologies

- Attendance – 27/38 members

#### Motion 1

Move that **Standing Orders** be adopted for **eCCM #2** at **4:03PM**

Mover : Asawari Sahebrao SIRSAT

Seconded : Jeslyn TANDYAJAYA

CARRIED without contention.

#### 1.5. Adoption of Agenda

#### Motion 2

Move that the **Agenda for eCCM #2** be adopted at **4:05PM**

Mover : Kayven Claus SATRIO

Seconded : Tiffany Au YEUNG

CARRIED without contention.

### 2. Matters Arising from Previous Minutes

### 3. Confirmation of Previous Minutes

#### Motion 3

Move that the **minutes of CCM #12 be accepted and confirmed as a true and accurate record.**

Mover : Christian VALERIAN

Seconded : Yuxuan LIU (Linda)

**Motion Carried.**

#### Motion 4

Move that the **Heads of Clubs Sem 2 2024 Proposal** be accepted.

Mover : Andrea MAKATITA

Seconded : Yashvi NARULA

Budget Line : 3840-General

**Motion Carried.**

#### Motion 5

Move that the **Food Adventure Sem 2 2024 Proposal** be accepted.

Mover : Asawari Sahebrao SIRSAT

Seconded : Christopher MINN

Budget Line : 3840-General

**Motion Carried.**

#### Motion 6

Move that the **WinterFest Giveaway Sem 2 2024 Proposal** be accepted.

Mover : Yuen Jie NG (Jason)

Seconded : Ella LIANG

Budget Line : 3840-Orientation

**Motion Carried.**

#### Motion 7

Move that the **Symphonies of Nations Sem 2 2024 Proposal** be accepted.

Mover : Madeline SUTANTO

Seconded : Seoyoun KIM (Youn)

Budget Line : 3840-General



**Motion Carried.**

**Other matters**

- AGM: 8<sup>th</sup> August → Add into your calendar!!!
- Cruise Availability

Motion 8

Move that **Standing Orders** be suspended at **4:25PM**

Mover : Rebecca CHRISTOPHER

Seconder : Yuxuan LIU (Linda)

**Motion carried.**

Motion 9

Move that **eCCM #2** be adjourned at **4:25PM**

Mover : Soudaphone SITTHIXAY (Planet)

Seconder : Chenxi SONG (Vicky)

**Motion carried.**

**Prepared by,**

**Qi Evelyn WANG (Evelyn)**  
**General Secretary 2024/25**  
**UMSU International**

## **PR/VISA Workshop Sem 2 2024 Proposal**

Central Committee Meeting #1 – Monday, 29<sup>th</sup> July 2024

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### **1. Introduction**

Many international students lack the accessibility to attain relevant information regarding pathways to obtain a PR and/ or various forms of Visa in Australia. Additionally, the recent implementation of new migration policies has resulted in changes within the application process. To tackle these issues, we plan to hold a PR/Visa Workshop to give international students the opportunity to clarify pathways and processes, as well as to update and explain the new policies in applying for a PR/Visa.

### **2. Objectives**

This event aims to:

- Provide information to international students regarding the processes and various pathways of obtaining Permanent Residency or other forms of visas.
- Inform students about the updates made to Australian migration policies and subsequent changes in the Permanent Residency and Visa application processes.
- Address questions that international students may have about the new policies, Visa options, obtaining Permanent Residency and/or migration mechanisms.

### **3. Event Details**

Date	: Monday, 22 <sup>nd</sup> August 2024 (5.00 pm - 6.30 pm, Melbourne time)
Venue	: PAR- Elizabeth Murdoch G06 (Capacity: 208) or ARTS WEST Forum Theatre (Capacity: 150) (subject to availability)
Number of Attendees	: 100 - 150
Coordinators	: Tiffany AUYEUNG, Chloe LIN
Manpower	: 2 Committee Members & 3 ISAs (including coordinators which consists of 2 Committee Members)
Budget	: \$150

#### 4. Event Overview

The PR/Visa Workshop will consist of two parts – an information session and a Q&A session. In the information session, the speaker will explain the updated Australian migration policy and offer advice for international students on obtaining Permanent Residency or working visas. There will be a short workshop afterwards about student rights and navigating relevant complications of the VISA process (eg: health issues, application for extension). After the information session, we will hold a Q&A session to create the chance for international students to ask questions for the speaker to answer.

The objective of this workshop is to help both undergraduate and graduate students. The target audience range will be 100 to 150, with a ticket registration limit of 200. Students who are interested in this workshop will need to register through a *try booking* link. Students who signed up will get the booking confirmation and will be emailed prior to the workshop.

#### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
1	26 July 2024	Open Teamwork	Contact CME	Tiffany Auyeung
1	26 July 2024	Contact the speaker	Email speaker from an agency regarding their availability	Tiffany Auyeung
2	30 July 2024	Contact M&M	Contact M&M to help out with publicity	Tiffany Auyeung
4	30 July 2024	Get the Speaker Contract	Contact CME regarding speaker contract	Tiffany Auyeung
6	30 July 2024	Ticket Registration	Organize ticket registration with CME	Chloe Lin
6	31 July 2024	Request ISAs	Request ISAs with HR	Chloe Lin
6	31 July 2024	Create feedback form	Create feedback form questionnaire	Chloe Lin
8	20 August 2024	Print Feedback form	Print QR code, add QR code to slides	Chloe Lin

Event Day				
9	22 August 2024	PR/VISA Workshop	Brief ISAs on the day and supervise running of event	Tiffany & Chloe
Post Event				
9	22 August 2024	Feedback form	Ask attendees to fill it out	ISAs
10	2 September 2024	Complete report	Submit on Sept 6 and present on Sept 9 CCM	Tiffany & Chloe

### **Pre-event**

- Sort out payment with the speaker (how much he expects and decide how much we should pay the speaker).

### **Event Day**

#### **Event Flow**

Time	Activity	Details	PIC
4:30pm - 5:00pm	IT preparation	Prepare speakers and any necessary IT on the day	All coordinators and speaker
5:00pm - 5:10pm	Introduction	Introduce the speaker, UMSU International and the event	Tiffany Auyeung
5:10pm - 5:20pm	Information session part 1: Student Visa Extension	How to apply and requirements for extending student visa	Speaker
5:20pm - 5:45pm	Q&A session		Speaker
5:45pm - 5:55pm	Information session part 2: PR	About obtaining Permanent Residency	Speaker
5:55pm - 6:10pm	Q&A session		Speaker



6:10 pm - 6:20pm	Information session part 3: VISA	About obtaining to graduate or working VISA	Speaker
6:20pm - 6:30pm	Q&A session		Speaker
6:30pm	Wrap up	Ask attendees to fill in feedback form  Attendees can stay for a bit to talk to the speaker for questions related to personal cases	Chloe Lin

### **Post Event**

- Compile responses from feedback form and create an event report

### **6. Budget**

A total of **\$150** have been allocated for this event, with the breakdown as listed below:

<b>Items</b>	<b>Quantity</b>	<b>Unit Cost (AUD)</b>	<b>Total Cost (AUD)</b>
Payment for speaker	1	100	100.00
Miscellaneous	1	50	50.00
<b>TOTAL</b>			<b>150.00</b>

### **7. Conclusion**

This concludes our proposal for the PR/VISA workshop Sem 2 2024 proposal. Please do not hesitate to contact the Education Department should you have any queries.

**Prepared by,  
Tiffany AUYEUNG, Chloe LIN  
Education Department 2024/25  
UMSU International**



## ISA Recruitment August Intake 2024 Proposal

Central Committee Meeting #1 – Monday 29<sup>th</sup> July 2024

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### 1. Introduction

The Semester 2 ISA Recruitment 2024 will be divided into two parts: July Intake and August Intake. The August Intake mainly functions to recruit ISAs to support any events going to be conducted after the start of Semester 2, 2024, such as Meet and Greet, Mental Health Day and Cultural Parade.

### 2. Objectives

This event aims to:

- Start recruiting and selecting the new batch of ISAs for Semester 2, 2024.
- Recruit around 38 ISAs out of 100 applications for the August Intake.

### 3. Event Details

Date : Sunday, 4th August 2024 - Sunday, 18<sup>th</sup> August 2024

Venue : Online

Coordinators : Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL

Manpower : 14 Committee Members (including coordinators which consist of 2 Committee Members)

Budget : \$150

### 4. Event Overview

We are now aiming to start our August Intake ISA Recruitment, the process which consists of the ISA application, interview and selection. The coordinators will consist of the Human Resources (HR) department members.

### 5. Event Timeline

We aim to have the application start on 4th August and end on 11th August. Interviews will be conducted from 16th August to 18th August. Big Day Out (induction) will be hosted on 22nd August.

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC

<b>Pre-event Preparations</b>			
25/07/2024 - 03/08/2024	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
<b>Event Day</b>			
04/08/2024 - 11/08/2024	Open ISA Application	Application will be opened to all University of Melbourne's students	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
12/08/2024 - 15/08/2024	First round selection	First round selection includes filtering, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
16/08/2024 - 18/08/2024	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL Excocs & Directors
<b>Post Event</b>			
19/08/2024	Send Emails	Send out acceptance and rejection emails for candidates	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
22/08/2024	Big Day Out	A welcoming and induction event for ISAs	Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL

## 6. Budget

A total of **\$150** has been allocated for this event, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Social Media Advertisement	1	150	150.00
<b>TOTAL</b>			<b>150.00</b>



**7. Conclusion**

This concludes our proposal for the ISA Recruitment August 2024 Intake Proposal. Please do not hesitate to contact the Human Resources Department should you have any queries.

**Prepared by,**

**Kayven Claus SATRIO**  
**Human Resources Department 2024/25**  
**UMSU International**

## ISA Recruitment July Intake 2024 Report

Central Committee Meeting #1 – Monday, 29<sup>th</sup> July 2024

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### 1. Introduction

The International Student Ambassador (ISA) Application for Semester 2 2024 is divided into two parts: July Intake and August Intake. The purpose of the July Intake is primarily for the upcoming events before the start of the upcoming semester (e.g. Winterfest), as well as events conducted in 2024.

With regards to the July recruitment period, the process consisted of the ISA application, interview and selection. The team in charge of organising this event involved all the Human Resources (HR) department members.

### 2. Objectives

- Start recruiting and selecting the new batch of ISAs for Semester 2, 2024.
- Recruit around 35-40 ISAs out of 122 applications for the July Intake.
- To gain manpower for events during Semester 2, 2024 and Semester 1 2025.
- Allow multiple opportunities for students of the University of Melbourne to be more involved in the university community and activities in 2024.

### 3. Event Timeline

Date (might change depending on committee members' availability)	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>			
22/5/2024 – 21/6/2024	Contact M&M and Start Teamwork	Contact M&M and Start Teamwork for ISA Recruitment Promotion Posters	Wung Tung (Cherry) LAM, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
	Application & Interview Preparations	Make Application Form, Interview Questions/ Slides	Wung Tung (Cherry) LAM, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL

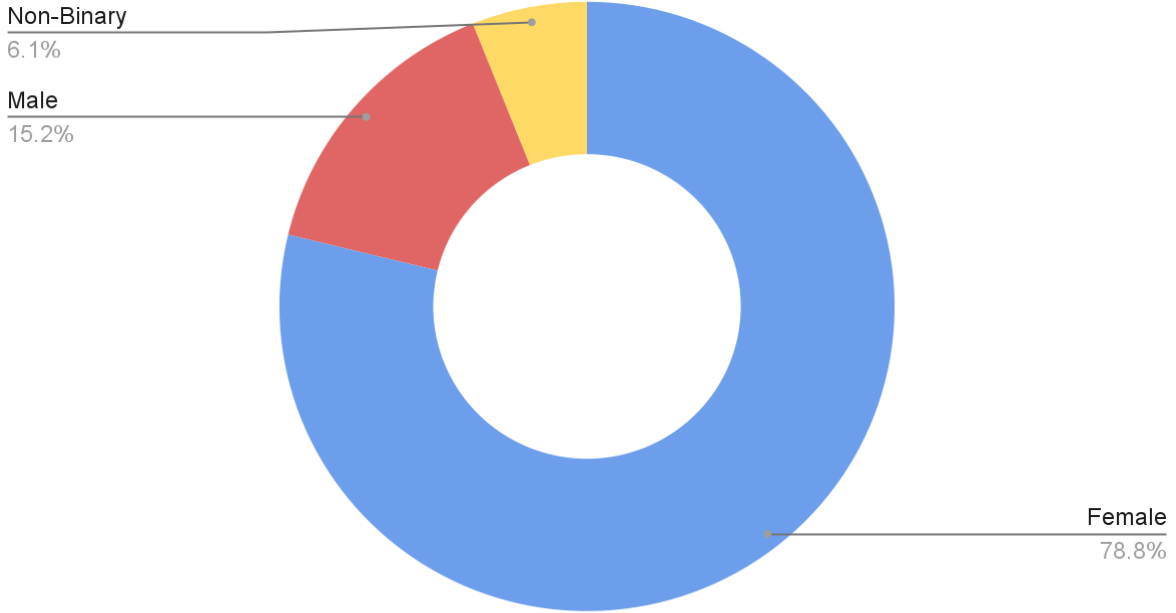
<b>Event Day</b>			
23/6/2024 - 3/7/2024	Open ISA Application	Application will be opened to all University of Melbourne's students	Wung Tung (Cherry) LAM, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
24/6/2024 - 3/7/2024	First round selection	First round selection includes filtering applications, interview slot allocation (for both ISAs and Committee Members), send out interview emails	Wung Tung (Cherry) LAM, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
5/7/2024 - 7/7/2024	Interviews & Selection	Conduct ISA interviews & Selecting ISAs	Wung Tung (Cherry) LAM, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
<b>Post Event</b>			
8/7/2024	Send Emails	Send out acceptance and rejection emails for candidates	Wung Tung (Cherry) LAM, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL
12/7/2024	Big Day Out	A welcoming and induction event for ISAs	Wung Tung (Cherry) LAM, Kayven Claus SATRIO, Kaelyn MIRANDA, Suhas AGRAWAL

#### **4. Application Results and Statistics (July 2024 Intake)**

Out of 122 applicants, 79 candidates had attended the interviews. For the July term, the HR department has selected 33 ISAs. Here are the statistics of the ISAs:

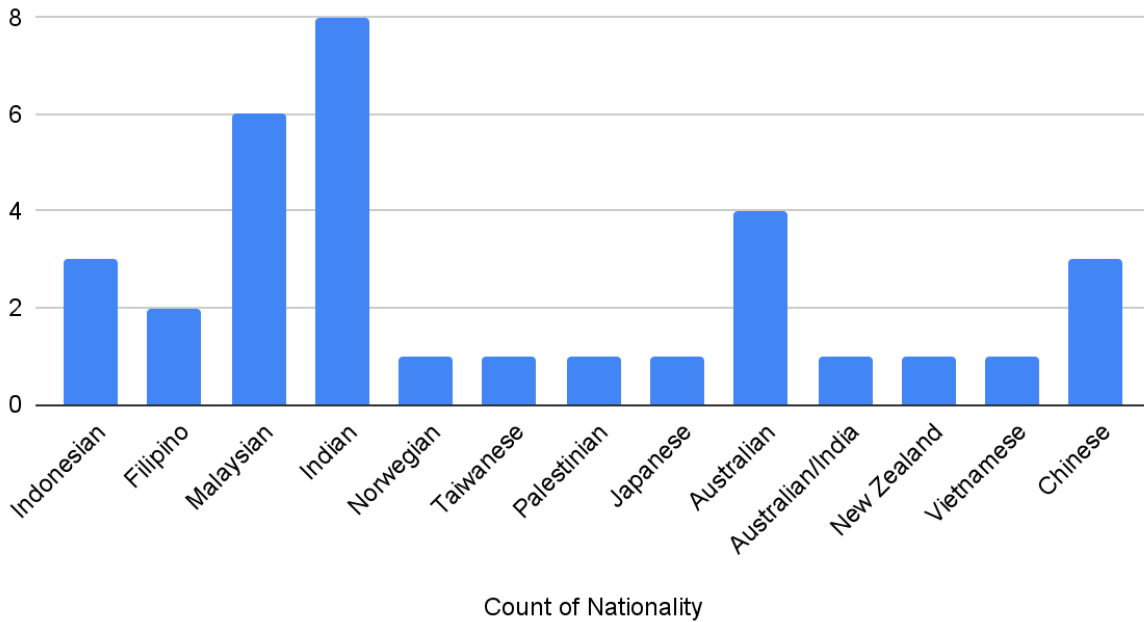
##### *1. Gender*

### Count of Gender in ISA Program (July 2024 Intake)



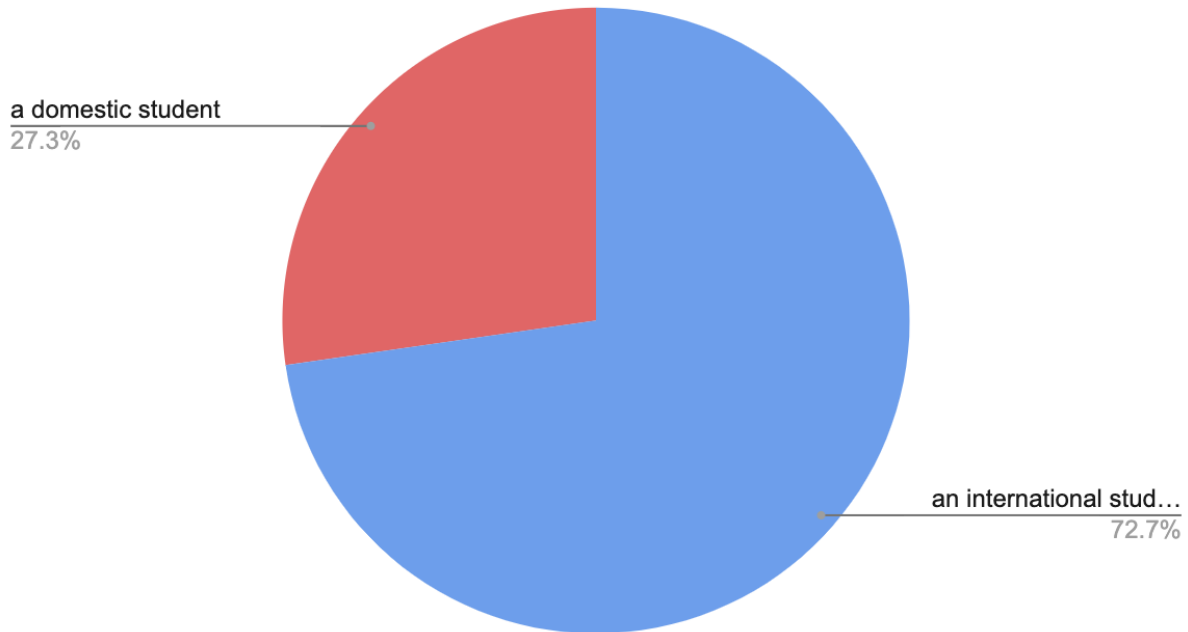
#### b. Nationality

### Count of Nationality in ISA Program (July 2024 Intake)



c. *Student Status (Local/International Student)*

### Count of Student Status in ISA Program (July 2024 Intake)



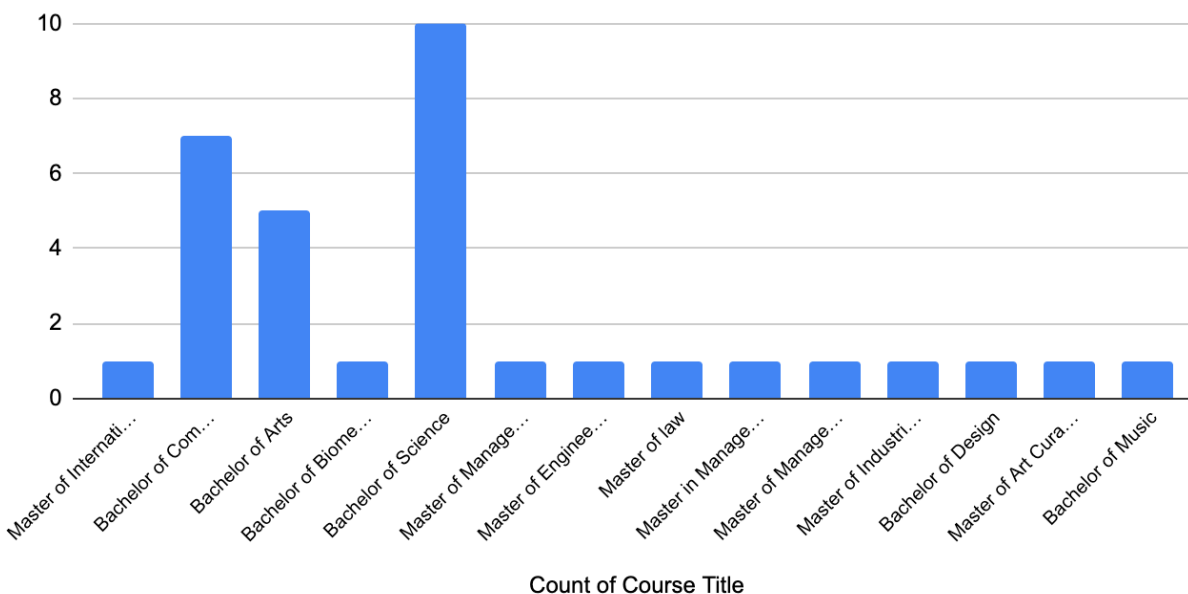
d. *Onshore/Offshore*

*All of the ISAs recruited in this intake are onshore.*

e. *Course Title*



### Count of Course Title in ISA Program (July 2024 Intake)



## 5. Expenditure

A total of **\$110** have been allocated for this event, and the total actual expenditure for this event is **\$140**, this was higher than expected due to tax, with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
Social Media Advertisement	1	140	140.0	110.00
<b>TOTAL</b>			<b>140.00</b>	<b>110.00</b>
<b>Deficit</b>				<b>-30.00</b>

## 6. Conclusion

This concludes our report for the ISA Recruitment July 2024 Intake. Please do not hesitate to approach the HR department if you have any questions or suggestions.

Prepared by,

**Kayven Claus SATRIO**  
**Human Resources Department 2024/2025**  
**UMSU International**



## ISA Appreciation Night and Winning House Dinner (July & August 2023) Report

Central Committee Meeting #1 – Monday 29<sup>th</sup> July 2024

### 1. Introduction

This report summarises the ISA Appreciation Night and Winning House Dinner (July & August 2023), which was held on 23rd May 2024 and 25th May 2024 respectively. The International Student Ambassador (ISA) Appreciation Night and Winning House Dinner were the events to celebrate graduating ISAs by inviting them to dinner, as a reward and appreciation from the Human Resources (HR) department for their help and volunteer effort throughout their terms. Moreover, it has opened a space for more meaningful interactions between ISAs with one another and with the committee members, which they may not have been able to in the past.

### 2. Events Details

#### 2.1 Appreciation Night

Date	: Tuesday, 23rd May 2024 (6:00-9:00 PM AEST)
Venue	: Yum Sing House
Number of Attendees	: 24 signed up, 21 attended
Coordinators	: Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Manpower	: 4 Committee Members & 3 ISAs (including coordinators which consists of 4 Committee Members)
Budget	: \$3500.00

#### 2.1.1 Event Overview

This was a celebratory event for all ISAs in the July & August 2023 Intake who graduated, while providing an environment for them to interact with others and all the committee members.

#### 2.1.2 Event Timeline/ Event Flow

Date & Time	Activity	Descriptions	People In Charge (PIC)
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<b>Pre-event Preparations</b>			
22/4-19/5	Event Preparation	Come up with venue suggestions, and themes, confirm the attendees	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
	Contact the M&M department	Discuss with the M&M department about the design of certificates, medals, trophies, and ordering merch.	
	Google form application for ISAs	Create a google form for ISAs to apply for the planning team	
	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval and request for attendance and deposit assistance	
2/5-8/5	Confirm Attendance	Send out the attendance form to confirm the number of participants	
<b>Event Day</b>			
17:00-17:30, 23rd May 2024	Conduct ISA Appreciation Night in person	Coordinators and the ISA Planning Team go to the venue and prepare the event.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO, ISAs
17:30-18:00, 23rd May 2024	Event Commence	Graduating ISAs meet up at the venue and commence with an introduction.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
18:00-18:30, 23rd May 2024	Games	Participants will play some games to break the ice and allow more interactions. The ISA Planning Team will host this activity.	ISAs
18:30-19:30, 23rd May 2024	Dinner	All participants have their dinners.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
19:30-20:00 23rd May 2024	Certificate & Prize Distribution	Handing out certificates and goodie bags to onshore graduated ISAs, as well as announcing the top 5 ISAs and the winning house.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

20:00- 20:30 23rd May 2024	Event Departure	The ISA Appreciation Night is finished and the coordinators say goodbyes to everyone.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
<b>Post Event</b>			
24th May 2024	Certificate Distribution (continue)	The HR department will send out the certificates to all ISAs through email.	Kayven Claus SATRIO

### ***2.1.3 Reflections & Suggestions***

#### **Certificate Printing**

- We will recommend having the certificate printed at Little Print. They were friendly and were able to send us the invoice before printing. The shop is also ethically approved by UMSU.

#### **Reaching out to restaurants**

- The staff at Yum Sing House was friendly. The venue was nice, received positive remarks from the attendees about the foods, and the restaurant provided huge support for our event. Although we have changed the details of the event several times, they were still patient in the whole process and are willing to adapt to our needs. They were also highly flexible in adapting to additional dietary change and actively re-confirming if there are any allergies and dietary restrictions unrecorded. We highly recommend hosting future events at Yum Sing House. Contacting via phone call or visiting in person will be ideal. In addition, re-confirming the allergies and dietary requirements are paramount prior to the event.

#### **Table Arrangement**

- This time, the HR team chose to allocate the seats for participants to allow ISAs to interact with each other and committee members. It was great to see people making new friends and socialising with each other, and hence, we highly recommend doing the same thing on all the future appreciation nights.

#### **Attendance**

- Although 24 people signed up for the event, 3 of them did not attend the event with and without notice. The deposit strategy could effectively reduce the possibility of people not showing up. However, due to the change of UMSU policy, the procedures for reimbursement have become more complicated. Therefore, we would suggest sending out constant reminders instead of collecting deposits for the next appreciation night.

- As this appreciation night was held in week 12, more ISAs were able to participate in this event. We would suggest starting planning the event early, confirming the restaurant venue by the end of week 8, and finalise the number of attendees with their allergies and dietary requirements recorded by the end of week 9.

## 2.2 ISA Winning House Dinner

Date	: Thursday, 25th May 2024 (7:00 - 9:00 PM AEST)
Venue	: Thai Tide
Number of Attendees	: 6 signed up, 5 attended
Coordinators	: Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
Manpower	: 4 Committee Members
Budget	: \$850

### 2.2.1 Event Overview

This was a dinner for the winning house of the ISA July and August 2023 Intake to celebrate their achievement and interact with house members in person.

### 2.2.2 Event Timeline/ Event Flow

Date & Time (Week #)	Activity	Descriptions	People In Charge (PIC)
<b>Pre-event Preparations</b>			
22/4-19/5	Event Preparation	Come up with venue suggestions and confirm the attendees	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
From 2/5	Contact UMSU	Submit the venue chosen through Teamwork to get UMSU's approval	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
<b>Event Day</b>			
18:30-19:00 25th May, 2024	Meet up	Coordinators go to the venue and check if there is any potential issue.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

19:00-21:00 25th May, 2024	Dinner	All participants have their dinners.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO
21:00 25th May, 2024	Departure	The ISA Winning House Dinner is done and the coordinators say goodbyes to everyone.	Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO

### 2.2.3 Reflections & Suggestions

#### Thai Tide

- The restaurant was super responsive and co-operative. They replied to the message very fast. The staff on the day was very friendly and confirmed everyone's dietary requirements again to ensure there is no cross contamination.
- The cuisine and portion sizes at the event were adequate. The restaurant was accommodating in adjusting menu options to cater to dietary requirements, the taste of the dishes aligned with the participants' preferences. We recommend considering Asian restaurants for future Winning House Dinners.
- Despite 6 participants initially registering for the event, 1 individual failed to attend with notice. To enhance attendance, we suggest scheduling the Winning House Dinner during early SWOTVAC, allowing more participants to join..

### 3. Budget

A total of \$4350 have been allocated for this event, and the total actual expenditure for this event is \$ 3353.58 with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Total Actual Cost (AUD)	Allocated Budget (AUD)
<b>ISA Appreciation Night</b>				
Certificate Printing	30	1.5	45	810.00
Awards & Trophies (Top 5 ISA Medal)	5	16.88	84.40	
Presents for Games	1	110.91	110.91	100.00
Yum Sing House - Food & Beverages	1	2398.27	2398.27	2420.00

Miscellaneous	•	•	•	170.00
<b>TOTAL</b>			<b>2638.58</b>	<b>3500.00</b>
<b>ISA Winning House Dinner</b>				
Thai Tide - Food & Beverages	11	65	715.00	760.00
Miscellaneous	•	•	•	90.00
<b>TOTAL</b>			<b>715.00</b>	<b>850.00</b>
<b>GRAND TOTAL (ISA Appreciation Night + Winning House Dinner)</b>			<b>3353.58</b>	<b>4350.00</b>
<b>Surplus/ Deficit</b>			<b>996.42</b>	

#### 4. Conclusion

Overall, the Appreciation Night and Winning House Dinner were successful as it has created an environment for ISAs to interact with one another and committee members easily. However, there was only one issue of which several participants failed to attend the event without prior notice. Despite that, the Human Resources Department would like to thank the committee members that have attended the event/ made an effort.

This concludes our report for the ISA Appreciation Night and Winning House Dinner (July & August 2023). Please do not hesitate to contact the Human Resources Department should you have any queries.

**Prepared by,**  
**Wun Tung (Cherry) LAM, Tam LUONG, Gurshan SINGH, Kayven Claus SATRIO**  
**Human Resources Department 2023/24**  
**UMSU International**



## SWOTSNACC Semester 1 2024 Report

Central Committee Meeting #1 – Monday, 29<sup>th</sup> August 2024

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### 1. Introduction

This report provides a summary of the Swotsnacc event for Semester 1, 2024, held from May 28<sup>th</sup> – 30<sup>th</sup>. We created a welcoming study environment and provided a variety of snacks and refreshments to help reduce the stress students experience while searching for a comfortable place to study during the SWOTVAC period.

### 2. Event Details

Date	: Tuesday, 28 <sup>th</sup> May 2024; Wednesday, 29 <sup>th</sup> May 2024; Thursday, 30 <sup>th</sup> May 2024
Venue	: John Medley Building, Rooms: EG62 EG63 EG66
Number of Attendees	: Approx 50-60 students per day, 150 students in total across three days
Coordinators	: Andrea MAKAKITA, Natasya Jestine WIRAATMAJA
Manpower	: 2 Committee Members & 18 ISAs
Budget	: \$ 1204.66

### 3. Event Overview

Swotsnacc involves providing students with access to campus study spaces to prepare for exams and final assessments. To facilitate effective studying, we will maintain a quiet environment and offer a variety of refreshments for the students.

### 4. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
<b>Pre-event Preparations</b>				
8	22 April 2024	Proposal	Present the proposal at CCM	Rachel
8	22 April 2024	Room booking	To be booked	Natasya
11	13 May 2024	Allocation of ISAs/OBs	Getting ISAs from HR and OBs, setup for the time slots	Natasya
12	17 May 2024	Purchasing Refreshments	Buying snacks and drinks	Andrea & Robertus
<b>Event Day</b>				
SV	27 May 2024	Set Up	Bring snacks, drinks, dispensers, tables to the rooms	Natasya & Andrea
SV	27 May 2024	Study sessions	Give out food and drinks, study if nothing is happening	Natasya & Andrea
SV	27 May 2024	Feedback	Ask students to fill in the form	Natasya & Andrea



SV	27 May 2024	Cleanup	Bring remaining snacks, drinks and also return dispenser to international lounge	Natasya & Andrea
<b>Post Event</b>				
-	31 May 2024	ISA Hours	Send ISA hours to HR	Natasya
-	31 May 2024	Reimbursement	Reimburse money spent for snacks, drinks, etc.	Andrea & Robertus
-	20 July 2024	Report	Complete Swotsnacc report	Natasya

### Pre-event

- Getting ISAs
- Classroom bookings and changes due to encampment happening during that time
- The purchase of snacks and drinks was combined with Exam Pack Giveaway event.

### Event Day

#### Event Flow

Time	Activity	Details
9.30 a.m. - 10.00 a.m.	Setup	Set up. First OBs/ISAs arrive with food and drinks. QR code and appliances are set up etc.
10.00 a.m. - 14.00 p.m.	Study sessions	Study session commences. Notes: <ul style="list-style-type: none"> <li>• Students will be advised to converse minimally during the event.</li> <li>• If food or drinks run out it is the responsibility of the OB in charge to replenish them (this will be unlikely).</li> <li>• At 13.55 pm, OBs will signal the end of the event.</li> </ul>
13.50 pm - 14.00 pm	Feedback	Ask participants throughout the event to fill in feedback form.
14.00 p.m. - 14.30 p.m.	Cleanup	Pack up. Notes: <ul style="list-style-type: none"> <li>• Present OBs/ISAs will clear any remaining snacks and refreshments and return hot water dispensers to the lounge.</li> <li>• Wipe the tables used.</li> </ul>

### Post Event

- The rooms were tidied up and rubbish was collected and sorted out to recycle accordingly.

## 5. Reflections

### Attendance

- Over the three days the event was held, 50 responses were collected. Participants generally appreciated the event, but there were a few areas noted for improvement.

## 6. Feedback

### Event satisfaction and venue

Feedback was collected via a QR code survey displayed at the venue. From the 47 participants who completed the survey, the average satisfaction rating for the event was 4.60 out of 5.00. The average willingness to recommend the event to others was 4.68 out of 5.00. Some participants reported issues with overcrowding, suggesting that if the venue and budget allow, more rooms and larger venues should be considered for future events. Additionally, there was a common misunderstanding of the event as merely a “snack giveaway,” so emphasizing the “study session” concept in future promotions may be beneficial. Despite these issues, participants were generally satisfied with the event and venue.

2. How satisfied are you with the variety of snacks offered by SWOTSNACC?

[More Details](#)

[Insights](#)

Very satisfied	32
Somewhat satisfied	15
Somewhat dissatisfied	2
Very dissatisfied	1



5. How likely are you to recommend SWOTSNACC to a friend or colleague?

[More Details](#)

Very likely	41
Somewhat likely	8
Somewhat unlikely	1
Very unlikely	0



6. How would you rate the overall atmosphere of our study spaces? (Lightning, power outlets, space availability, noise levels, etc)

[More Details](#)
Insights

- Conducive to studying 48
- Not conducive to studying 2



## 6.2 Snacks and Drinks

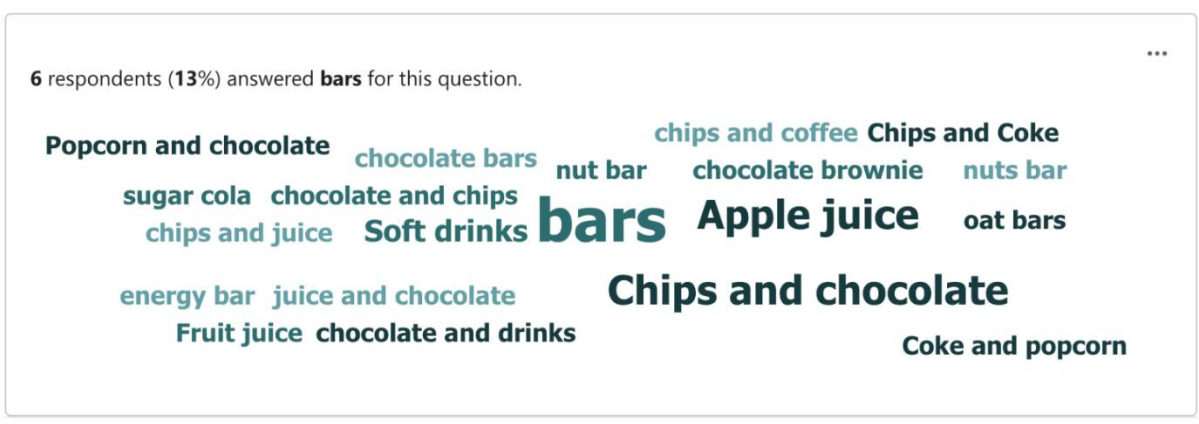
47 respondents rated the snack selection an average of 4.54 out of 5.00. When asked what snacks should be added, 13% of respondents mentioned chocolate. There was also significant demand for sweet and healthy snacks such as protein bars, fruits, nut bars, and muesli bars. While distributing fruits evenly and safely may be challenging, adding protein and muesli bars to the selection for future events is feasible. Additionally, participants requested tissues to be available.

1. What are your favorite snacks and/or drinks provided by SWOTSNACC?

[More Details](#)
Insights

**47**  
 Responses

Latest Responses  
*"Apple juice and chocolate"*  
*"chips"*



3. Are there any specific dietary options you would like to see more of (e.g., gluten-free, vegan, low-sugar)?  
Leave it blank if there aren't any

[More Details](#)[Insights](#)

20

Responses

Latest Responses

9 respondents (45%) answered **low sugar** for this question. ...



fizzy drinks Protein bar high protein cookies  
tea varieties **low sugar** Healthier options  
Low-sugar Vegan  
sugar or more fruits sugar snack Protein lown sugar  
selection was good

## 7. Suggestions

Most respondents commented that the event was overall good. However, several areas for improvement were noted:

### Larger Room

- As previously mentioned, there was insufficient space for the number of attendees. Although more rooms were opened after the first day, it still felt crowded. For future events, larger classrooms or additional rooms should be considered

### Variety of Snacks

- While the majority of participants were satisfied with the snack selection, 7 respondents (28%) specifically suggested increasing the variety of snacks. There were requests for a larger quantity of snacks because it ran out quickly, low-sugar options, a broader range of healthy snacks, and choices of snacks that are not sticky and individually packed for easy distribution. Providing wet tissues at the SWOTSNACC event would help maintain cleanliness and hygiene. Addressing these preferences could enhance overall satisfaction.

- Having coffee sachets and a kettle on site was good, but not recommended. There were no tables to put the kettle on, so there was a big safety risk with boiling the hot water. Wait times for coffee also became very long because we had to keep re-boiling the water. Having more canned or bottled coffee or tea would be recommended for the next SWOTSNACC event.

### Study room facilities

- Some participants preferred rooms with more power outlets. Future events should consider these preferences to enhance the study environment.

### ISA Involvements

- ISAs could be more involved in reminding participants that snacks were only given to people who are studying in the rooms. There were many people who decided to come and take snacks, but left right after. ISA tasks are also very few in this event, so adding this as a responsibility would be more productive for them as well.

4. Do you have any suggestions for improving the variety and quality of our snacks and/or drinks?

[More Details](#)

 Insights

25

Responses

Latest Responses

*"more variety would be great"*

7 respondents (28%) answered **snacks** for this question. ...



4. Do you have any suggestions for improving the variety and quality of our snacks and/or drinks?

[More Details](#)

 Insights

25  
Responses

Latest Responses  
*"more variety would be great"*

7 respondents (28%) answered **snacks** for this question.



7. Are there any additional amenities or features for study spaces you would like to see in our next SWOTSNACC?

[More Details](#)

 Insights

15  
Responses

Latest Responses  
*"More charging spots please"*  
*"n/a"*

2 respondents (13%) answered **rooms** for this question.



## 8. Expenditure

A total of **\$1400** have been allocated for this event, and the total actual expenditure for this event is **\$1204.66** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Cost (AUD)
Snacks and Drinks (breakdown below)	-	1230	1230	1204.66
Apple Juice	9	24.19	-	217.71
Popcorn	10	11.04		110.40
Chips	7	16.38		126.13
Chips	8	16.55	-	145.64
Soft Drinks (24 pack)	12	28	-	336.00
Oat bars	37	4.6	-	170.20
Coffee sachets	19	4.03	-	76.60
Stirrers	1	10.98	-	10.98
Paper Cups	2	5.5	-	11.00
Transportation	1	20	20	-
Rubbish bins	1	60	60	0
Miscellaneous	2	45	90	0
<b>TOTAL</b>			<b>1400</b>	<b>1204.66</b>
<b>Surplus</b>				<b>195.34</b>

## 9. Conclusion

This concludes our proposal for the SWOTSNACC Report Semester 1, 2024. Please do not hesitate to contact the Education Department if you have queries.

**Prepared by,**

**Natasya Jestine WIRAATMAJA**  
**Robertus INDRADJAJA**  
 Education Department 2023/2024  
 Umsu International





## Exam Pack Giveaway Report

Central Committee Meeting #1 – Monday 29<sup>th</sup> July, 2024

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### 1. Introduction

Exam Pack Giveaway (EPG) is an event aimed to boost the morale and the overall well-being of UniMelb students before the stressful SWOTVAC and examination period. This event is open to all University of Melbourne students: which includes undergraduate, graduate, honours, study abroad and PhD students. Exam pack items will consist of necessities such as pens and notebooks as well as snacks to fuel the brain.

The Exam Pack Giveaway will be conducted in the same manner as the previous EPG, where items are displayed and students are allowed to collect one of each item that they want. We are highly encouraging all students to bring their own bag through our Facebook event information page and Instagram. This will minimise the waste produced by students and also maximise our outreach as students do not need to collect items they do not want and reduce the amount of excessive bags owned by students.

### 2. Objectives

- To provide a platform for UMSU International to reach out to university students by promoting the services provided by UMSU International
- To motivate students by giving out freebies and enlightening their mood for exam preparation
- To boost the physical welfare of students by providing snacks and beverages

### 3. Event Details

Date	: Wednesday 29 <sup>th</sup> May [11:00 AM - 15:00 PM]
Venue	: Amphitheatre
Number of Attendees	: 900 students
Coordinators	: Robertus INDRADAJA, Danielle CHEN
Manpower	: 8 OBs & 14 ISAs (2 shifts)
Budget	: \$7,247.17

### 4. Event Overview

Exam Pack Giveaway is an event where students are able to come and get a variety of items for free, which include a range of snacks and drinks, and stationery items. The intent of this event is to alleviate some stress created by impending exams and assessments by providing students.

### 5. Event Timeline

Wk #	Date	Activity	Descriptions	PIC
Pre-event Preparations				

7		Venue booking	<ul style="list-style-type: none"> <li>Reached out to CME to book Concrete Lawn</li> </ul>	Danielle CHEN
7		Planning/Budgeting	<ul style="list-style-type: none"> <li>Initial meeting to plan out budget and items to purchase</li> </ul>	Robertus INDRADJAJA, Danielle CHEN
7		Contact sponsors	<ul style="list-style-type: none"> <li>Reach out to sponsors to ask for event support/sponsorship</li> </ul>	Robertus INDRADJAJA, Danielle CHEN, Cynthia WANG
8		Event planning	<ul style="list-style-type: none"> <li>Write and present proposal</li> <li>Finalising event details</li> </ul>	Danielle CHEN, Robertus INDRADJAJA
8		Request ticketing	<ul style="list-style-type: none"> <li>Ask CME to do ticketing</li> </ul>	Danielle CHEN, Robertus INDRADJAJA
9		Logistics	<ul style="list-style-type: none"> <li>Start finalising and ordering items to be included in the giveaway</li> </ul>	Danielle CHEN, Robertus INDRADJAJA
9		Contact M&M	<ul style="list-style-type: none"> <li>Discuss with M&amp;M on promotion etc</li> </ul>	Yuxuan LIU, Youn KIM
10		Open bookings	<ul style="list-style-type: none"> <li>Open registrations for event</li> </ul>	Danielle CHEN, Robertus INDRADJAJA
10		Request ISAs	<ul style="list-style-type: none"> <li>Ask HR for ISAs</li> </ul>	Evelyn WANG
12		Collect stock	<ul style="list-style-type: none"> <li>Remain present on campus to receive delivery of all EPG giveaway materials. Collect items that cannot be delivered</li> </ul>	Danielle CHEN, Robertus INDRADJAJA
12		Feedback forms	<ul style="list-style-type: none"> <li>Create feedback forms for the event</li> </ul>	Danielle CHEN
<b>Event Day</b>				
	29/5	Run event	<ul style="list-style-type: none"> <li>Set up tables and marquees</li> <li>Give out items to students</li> </ul>	Robertus INDRADJAJA, Danielle CHEN



	29/5	Pack up	<ul style="list-style-type: none"> <li>Put away equipment and throw out rubbish</li> </ul>	Robertus INDRADJAJA, Danielle CHEN
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**Pre-event**

- Book venue
- Contact possible sponsors
- Order items
- Open bookings
- Request ISAs
- Create feedback form

**Event Day**

**Event Flow**

Time	Activity	Details	PIC
10 - 11AM	ISAs and OBs come to set up	2 x Marquee, tables, chairs, and banners	Robertus INDRADJAJA, Danielle CHEN
11AM - 3PM	EPG	Event will be run between 11am - 3pm	Robertus INDRADJAJA, Danielle CHEN
3 - 4PM	Pack up	Clean up rubbish, returning equipment, and collecting leftover items and storing them.	Robertus INDRADJAJA, Danielle CHEN

**Post-event**

- Collate feedback
- Write report

**6. Reflections**

**Attendance**

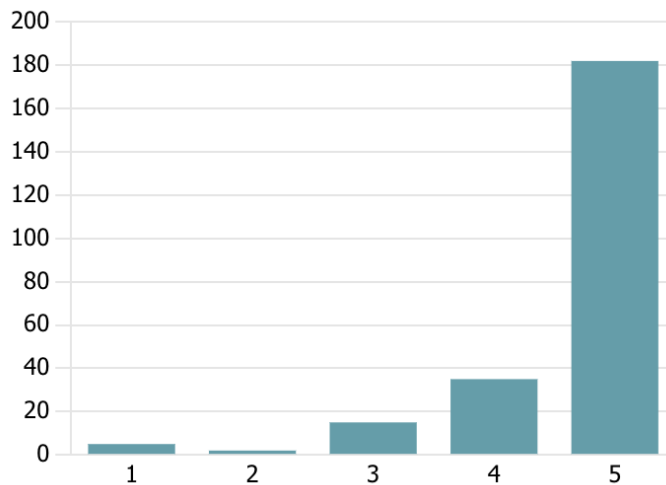
- An approximate total of 800 students attended this event
- ~55% were registered attendees, ~65% were walk-ins
- Attendance for registered attendees was checked by only one ISA/OB, either at the front of the line or moving through the line
- 600 students were registered prior to the event, approximately 400 of them came to the event
- This number of registered attendees was a huge increase from the number of registered students who actually turned up last semester
- There was still a huge demand for walk-ins with a total of ~500 walk-ins attending
- The students who came late for their registered session were identified as walk-ins, and required to queue up
- If students came earlier than their registered session, they were allowed to join the registered people line

### **Feedback**

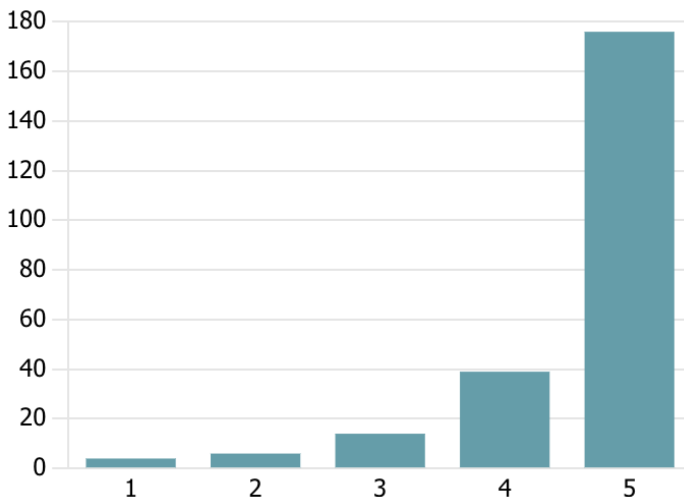
- Overall, the event was executed very successfully. Almost all items were given out to students, with only a few snacks remaining
- We exceeded the expected attendance of 700 students
- A total of 239 students completed the feedback form

### **Satisfaction:**

- Students were largely satisfied with the overall event, as seen below, with an average satisfaction rating of 4.62

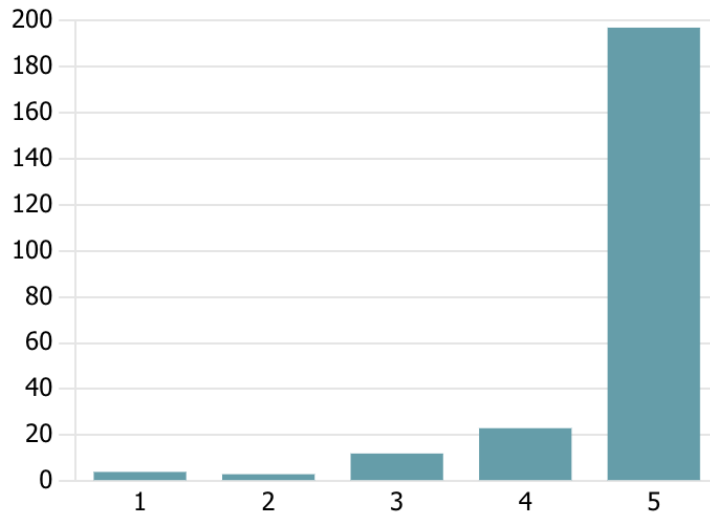


- 217/239 respondees (91.0%) were very satisfied/satisfied with the event
- This is also reflected in respondees' satisfaction levels in regard to the items given out, as shown below, with an average satisfaction rating of 4.58



- 215/239 respondees (90.0%) were very satisfied/satisfied with the items given out
- The items that respondees highlighted as their favourites included:
  - Muji notebooks & pens

- Up & go
- Instant noodles
- Most respondents indicated that they would be likely to attend a similar event in the future, as seen below



- 220/239 respondents (92.1%) would be likely/very likely to attend a similar event in the future

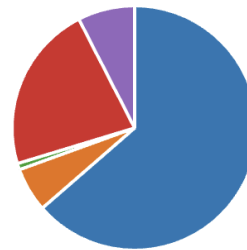
**Organisation:**

- Some people responded that the event did not start on time
  - Could start setting up earlier – time needed to set up was perhaps underestimated
  - May need more people for set up as the quantity to transport from lounge to event was very substantial
- Some respondents commented that the queues were not clear
  - This was likely due to a mix-up about the registered vs walk-ins line at the beginning of the event
  - To prevent this from happening in the future, ensure that all ISAs and OBs know very clearly which line is which, if keeping registered attendees and walk-ins separate
- Many respondents remarked that the waiting time was too long
  - This is likely from walk-in attendees, as the walk-in line was much longer than that of registered students
- ISAs and OBs should be more vigilant about queue-cutters – people who cut the line to join their friend should not be allowed to do so
- It was also commented multiple times that the waiting time could be reduced if the bags were pre-filled
  - This is another possibility, but the reason why we have not done this in the past is to increase the amount of students who are able to come and get something, since not everyone wants everything
  - Pre-filling bags would mean students do not get to pick and choose what items they want – in the case of items where it is pick one between two (i.e pick a pen OR a highlighter), that would eliminate the aspect of choice for them
- Despite these comments, item collection as a whole actually ran generally very smoothly

- The long waiting time is just inevitable as there are so many students at the event
- The students who were late for their session were not happy with the way we managed, they said they should still have the priority when queueing up
  - It could be possible to allow registered students to be in the registered attendee line even if they are late, if the line for that stand is substantially shorter than the walk-ins line
  - We should emphasise in the booking form that they **MUST** (or are encouraged to, if we are allowing them to be in the registered line anyways) to attend in their allocated timeslot
- Overall, the two-line system (one for walk-ins and one for registered attendees) worked well and could be used again at future EPGs

### Publicity:

<span style="color: blue;">●</span>	UMSU social media (Instagram, ...	152
<span style="color: orange;">●</span>	University social media/website/...	14
<span style="color: green;">●</span>	UMSU website/newsletter	2
<span style="color: red;">●</span>	Word of mouth (i.e from a friend)	53
<span style="color: purple;">●</span>	Other	18



- A large majority of students found out about EPG through social media, with the next highest method being via word of mouth

### Items:

- We allocated more items to the registered attendees stall than for walk-ins, but as we underestimated how many registered participants would show up (based on last semester's numbers), there was still not enough
- The Muji stationery ran out very quickly and was completely gone by session 3, so many people registered in session 3 & 4 did not receive items that they wanted, and thus were unhappy
- The Up & Go, instant noodles, muesli bars, and chocolate also ran out relatively quickly

### Suggestions

- For future EPGs, would recommend allocating all registered attendees to the first half of the event duration, and leave the second half for walk-ins
  - Walk-ins will not be allowed for the first half of the event – this ensures that registered attendees are more likely to be able to get all the items that we have available, as things such as stationery tend to run out by session 3
  - I.e. if the event is 4 hours long, registered attendees can sign up for slots in Hours 1 and 2, and Hours 3 & 4 will be open for walk-ins
- If registered participants do not come to the event within their allocated session, our suggestion is to consider their registration as void and require them to queue as a walk-in participant
- To decrease waiting time and make things run more smoothly, would recommend starting check-in of registered participants early, as people start lining up well before the event begins

- Could have multiple ISAs/OBs checking people in to make things more efficient
  - Better to move down the line rather than waiting at the front of the line
- Additionally, make it clear both prior to the event and at the event that items are given out and available on a **first come, first serve** basis – it is not a guarantee that attendees will all get everything that is available at the beginning of the event
  - Encourage people to register for a slot to increase their chance of avoiding disappointment
- To increase fairness, would also recommend only allowing registered participants to come to their allocated slot and **not** an earlier one, as it could take away items from people who have signed up to the earlier sessions
- Have signs up during the event that clearly display the quantity limits of each item that participants are allowed to take
- If the budget allows, would definitely recommend increasing the quantity of items ordered, particularly:
  - Muji stationery (notebooks and pens in particular)
  - Up & Go
- Students have expressed that they want more stationery
  - The stationery for this EPG was very well-received – this is most probably due to the fact that it was Muji stationery as compared to the Big W/Officeworks stationery we have given out in the past
  - For future EPGs, if Muji is able to be afforded, we would definitely suggest buying from them again – they were also very easy to communicate with
- If you want other sponsors, start reaching out very early (at least a month in advance), as it takes time to process with UMSU and businesses often take a very long time to reply
- Consider providing some healthy items as well – we considered fruit, but the logistics were too complicated
  - Could think about things like juice, fruit snacks etc
  - Less chips – consider healthier (but still yummy) chip alternatives
- Could include tissue packs (useful for sniffly noses (especially in winter) and quick clean-ups etc.)
- Holding EPG in the Amphitheatre is preferred to holding it in Concrete Lawn:
  - The Amphitheatre is closer to the UMSUi lounge so there is less distance to drag the many things needed to be transported
  - The Amphitheatre also generally gets more foot traffic than Concrete Lawn
  - Booking the Amphitheatre also gets us use of Market Hall as a rainy-day alternative, which is useful especially knowing Melbourne's weather
- Bollards can be used to manage the queue
- Make ISA duties clearer ⇒ especially for crowd control to avoid creating confusion for attendees
- Make sure students know to bring their own bags/way of holding their EPG items
- More clear signs on what quantities people can take of the items to improve efficiency
- Emphasise that OBs and ISAs who are rostered must show up on time so that the event can begin on time, as set up takes quite a while

## 5. Expenditure

A total of **\$8500** have been allocated for this event, and the total actual expenditure for this event is **\$7247.17** with the breakdown as listed below:

Items	Quantity	Unit Cost (AUD)	Allocated Budget (AUD)	Actual Cost (AUD)
Muji notebooks	500	\$1.62	900.00	809.09
Muji 0.5mm knock type pen (10PK)	60	\$20.45	1012.50	1227.27
Muji 0.5mm cap type pen (10PK)	20	\$20.45	562.50	409.09
Highlighters	270	\$2.27	625.00	613.64
Pencils (5PK)	50	\$1	50.00	50.00
Erasers	220	1.36	365.00	300.00
Chips (21PK)	43	\$16.55	491.40	519.20
Protein bars (10PK)	18	\$11.9	238.00	214.20
Oat slices (5PK)	110	\$4.6	368.00	506.00
Noodles (5PK)	160	\$4	1120.00	640.00
Chocolate	1	\$1044	1044.00	973.68
Up & Go (12PK)	62	\$17.5	875.00	1085.00
Fruit snacks (5PK)	0	\$6	420.00	0
Transportation	0	\$100	100.00	0
Miscellaneous (Coles Discount)	1	-\$100	328.60	-100.00
<b>TOTAL</b>			<b>8,500.00</b>	<b>7,247.17</b>
<b>Surplus/Deficit</b>				<b>1252.83</b>

## 6. Conclusion

The Exam Pack Giveaway is an event that the Welfare Department consistently runs every semester. We hope to continue bringing necessities and morale support to students in these stressful times.

This concludes our report for the Exam Pack Giveaway Semester 1 2024 Report. Please do not hesitate to contact the Welfare Department should you have any queries.

**Prepared by,**

**Robertus INDRADJAJA  
Danielle CHEN  
Welfare Department 2023/24  
UMSU International**



## Night Market 2024 Report

Central Committee Meeting #1 – 29<sup>th</sup> July, 2024

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Night Market is an annual event hosted by UMSU International which brings all students together in one setting to enjoy different food, performance and activities of different cultures, and thereby celebrating university's multiculturalism as well as enhancing the sense of belonging in our community.

This year, with the theme of "Stories Of Us", we want to let students dive on memory lane and remember their cultural roots and upbringing that made them who they are. This nostalgic atmosphere will be incorporated with cultural elements from various performances, food and activities which would further embrace the diversity aspect of university life.

### 1. Objectives

This event aims to:

- To promote cross cultural awareness and the importance of multiculturalism in the University of Melbourne.
- To bridge cultural differences and encourage students of different cultures to interact with each other.
- To enhance the university experience of all members of the University of Melbourne.
- To organise a large-scale event which promotes the presence of UMSU International.

### 2. Event Details

Date	: Thursday, 18 <sup>th</sup> April 2024 [5-10pm]
Venue	: Concrete Lawn
Number of Attendees	: 8300+
Coordinators	: Christian VALERIAN, Sol KWON, Shifa NATHANI, Vicky SONG, Aksh BATRA, Christopher MINN, Jason NG, Rebecca CHRISTOPHER, Yashvi NARULA
Actual Expenditure	: \$70,869.83

### 3. Event Overall Timeline

Week	Main Action Points
December 2023	<ul style="list-style-type: none"> <li>• Open Teamwork.</li> <li>• Induction meeting and Task Delegation to Launch 2024 Night Market.</li> <li>• Discussion on themes</li> </ul>

January 2024	<ul style="list-style-type: none"> <li>• Early brainstorming stage for each team</li> <li>• Submit proposal</li> <li>• Open application for performers; Emcee and food stalls</li> </ul>
February 2024	<ul style="list-style-type: none"> <li>• Finalise design concept and acquisition methods from suppliers.</li> </ul>
Week 0	<ul style="list-style-type: none"> <li>• VIP arrangements such as list, invites and venue are finalised.</li> <li>• Hiring Fire Safety personnel and security services</li> <li>• Food Vendor selection and requirement list finalised.</li> </ul>
Week 1	<ul style="list-style-type: none"> <li>• Meeting with the City Council.</li> <li>• Publicity on Facebook and through flyers/posters on campus.</li> <li>• Green room and parking booking for VIP guests.</li> </ul>
Week 2	<ul style="list-style-type: none"> <li>• Confirmation of VIP catering and ExCo attendance.</li> <li>• Final arrangements with food vendors and release of vendor layout.</li> <li>• Plan opening ceremony logistics.</li> <li>• VIP Booklet and name cards preparation.</li> <li>• Finalise internal and external sourced decorations.</li> <li>• Food Vendor decoration plan finalised</li> <li>• Finalise payment of external performers.</li> <li>• Individual meetings with food vendors to finalise details and publicity.</li> </ul>
Week 3 until week 6	<ul style="list-style-type: none"> <li>• Statements of Trade submission.</li> <li>• Performers list and their respective equipment/prop requirement finalised.</li> <li>• ISA and OB task allocation according to availability.</li> <li>• Hiring equipment (Walkie Talkies)</li> <li>• Finalise performers lineup and communicate final lineup with performers and AV Melb.</li> <li>• Testing of electrical equipment.</li> <li>• Stock check of equipment required for safe food handling.</li> <li>• Performer's Briefing</li> <li>• Food vendor and performance publicity</li> <li>• Info booth preparation.</li> </ul>

	<ul style="list-style-type: none"> <li>• ISA and OB Night market induction and task sheet released.</li> <li>• Event run sheet finalization.</li> <li>• Finalisation of Emcee script and costume.</li> <li>• Event survey creation.</li> <li>• Reminder of event for VIPs</li> </ul>
Week 7	<ul style="list-style-type: none"> <li>• Final Emcee rehearsal.</li> <li>• Decor set up.</li> <li>• Coordinate arrivals of guests and green room</li> <li>• Final Rehearsal</li> <li>• Map Design Printing</li> </ul>
Week 8	<ul style="list-style-type: none"> <li>• Final Food Vendor deposit return.</li> <li>• Finalise internal performer payments</li> </ul>

#### 4. Reflections and Suggestions

##### 4.1. Food (overview)

Coordinators: Yashvi NARULA, Sol KWON

- Overall, the food quality was considered good among the customers, and it seemed like most clubs were enjoying the event.
- Some clubs had failed the temperature check and we had to ask the clubs not to sell those foods.
- Water containers for handwash can be filled the day before and transportation from the portable kitchen to stalls can be organized in a better manner.
- Order more miscellaneous items like gloves and hairnets as we fell short on the last day.
- Some feedback was received among customers about the price of the food being too high.
- Some clubs had to change their menu last minute due to food preparation issues – Filipino Student Society, IGSS and Myanmar society. There needs to be a stronger warning for no prior cooking before coming to our kitchen – all the food needs to be prepared in the kitchen.
- Price of each menu was not properly recorded, or the clubs did not provide the price although we asked them to. This should be kept in better record next time.

##### Food Stalls

Club / Organization	Item Description	Unit Price
Filipino Student Society	Mango Float	\$6
	Beef Bulalo Soup (Broth with met and Veggies)	\$10

Hong Kong Student Society	Siu Mai	\$6
	French Toast	\$8
	Hong Kong style fin soup	\$8
Myanmar Student Society	Coconut Jelly	\$5
	Shwe Yin Ayre	\$10
	Golden Rice	\$5
	Iced Burmese milk tea	\$5
Planet Uni	Kimchi Cheese Toastie with Honey	
	Yuzu Lemonade	
Overseas Christian Fellowship	Hainanese Chicken with Rice	
Korean Student Society	Tteokbokki (Korean Spicy Rice Cake Dish)	\$7
	Korean Fishcake soup	\$3
	Korean Pancakes	\$4
	Drinks	
Malaysian Student Society	Milo Dinosaur	\$5
	Ribena Soda	\$5
	Sirap Bandung	\$5
	Teh Tarik	\$5
Thai Student Society	Pink Milk Tea	\$4
	Thai Milk tea	\$4
	Crispy Pork Belly Krapao	\$12
Japanese Student Society	Yakisoba	\$8
	Shiratama	\$6
Health and Nutrition Society	Chicken Udon Noodle Dish	\$6
	Lion's Mane Udon Noodle Dish	\$7
	Beef Udon Noodle Dish	\$7
IGSS	Event Fridge, served with green chutney	\$15

	Soft drinks	\$3
	Adds on –extra green chutney, creamy mayo, naan bread	Each \$2
Indonesian Student Society	Piscok (Banna and Choc Spring Rolls)	
	Indomie Goreng with cheese and sausage	
DUO	Mixed Crispy Pork & chicken Noodles	\$12
	Giant Fried Meatball	\$6
Singapore Student society	Fried Mantou	\$15 fo 3 mantou and 2 sause
	Chicken Satay	\$15 for 5 sticks
	Hot tea with condensed milk	\$6

	ITEMS	Quantity
Equipment hire for clubs	Double burner	2
	Single burner	1
	BBQ hot plate	5
	Chaffing Dish	33
	Electric urn	9
	Price total	\$4835.89

### Spending List

Items	Unit Cost (AUD)	Quantity	Total Cost (AUD)
Food safety training	195	4	780
Kitchen supply	-	-	1645.82
Kitchen equipment	541.36	1	541.36
Vegetable oil	12.3	11	135.32
Clubs' reimbursement and competition prizes	1435		1521.00

Chef	3562.76		3562.76
Reimbursement for gloves and taxi	85.05		85.05
Hygiene supply and hand wash for vendors	356.77		356.77
Income from add on and participation fee	-	-	(4212.00)
<b>Total</b>			<b>4416.08</b>

### **Competition**

All participating food stalls are automatically considered in the Food Stall Competition. The stalls are judged on criterias including: quality and uniqueness of food, publicity effort, stall design, compliance to SFH standards and regulations. The judges will include the Food Coordinators and the Obsa The Competition aims to foster a culture of providing food and services at a high standard, resulting in better quality food stalls run at a higher standard and SFH compliance. The top 3 food stalls with the higher overall scores will receive a prize of \$100 after the event. This should continue to ensure the clubs properly clean and comply with the regulations.

### **Safe Food Handling Training**

Food Coordinators:

- The Food Coordinators are going to undergo several SFH training including Food Handling (Level 1) and Food Safety Supervisor (Level 1 & 2). The helping OBs are going to undergo Food Handling (Level 1) Training. This training will be held on March 2024.
- Here is a list of committee members who will be participating in the training:
  1. Aksh BATRA (CnS)
  2. Sol KWON (CnS)
  3. Yashvi NARULA (CnS)
  4. Gurshan NANDA (HR)

### **City Council Meeting and Clubs Briefing**

- We had a communication issue with the City Council for the briefing and ended up informing the clubs two days before the date which was not enough for all the clubs to attend the briefing. However, half of the clubs still attended the briefing and we managed to create a summary of the briefing and share with all the clubs so there wasn't a big issue for the clubs missing out on the meeting.
- Next time, we would need to contact the City Council way earlier and be mindful about the holiday period during Easter as this was why we couldn't communicate easily with them this time.

### **AVMelbourne (Test and Tag)**

- Overall the Test and Tag session went pretty well. Most clubs passed this test only a few clubs had to get their items retested and for this second session all the clubs past the test.
- There was some issues with contacting clubs and informing the need of Test and Tag, but overall all the clubs got their items checked prior to the event
- Would need to consider having a more efficient communication tool for clubs bringing and picking up their items as this time we just waited in the lounge for a whole day for all the clubs to come in during their free time.

### **Other reflections and Suggestions**

- Common feedback from the clubs was about the gas going off frequently during the night on the stoves, which delayed their sales. They said that getting the firefighters each time was not that efficient and would like to have a better communication system for that since it delayed them a lot.
- Quite a few clubs also mentioned that the barricade was very helpful for line management.
- Many clubs have raised issue with other clubs having more member in the kitchen by the permission of the chef. Next time we must ensure that chef be fair and follow the instructions to only limit 2 people per club in the kitchen. One suggestion is to have a tag for club members so we know who is in the kitchen and who isn't.

## **4.2. Decoration**

Coordinators: Shifa NATHANI, Rebecca CHRISTOPHER

### **Overview**

- For the decoration at the Night Market 2024, we included several pieces:
  - A 4000mm (about 13.12 ft) by 1500mm (about 4.92 ft) poster on a box truss to designate the entrance to the Night Market and the other poster was put up on behind the stage
  - A main decoration piece
  - 2 photoboosts from the company 'Shutter Booth'
  - Fairy lights and spotlights scattered across concrete lawn
  - UMSUi's mascot, Glovey, will be scattered around the area to remind people that Night Market is an UMSUi event.

### **Themes and Workshops**

- This time, we decided to ask them to fill in an extensive form as part of their application to be a part of the Planning and Decor team but in the future, this is not relevant, rather recommend doing it through word of mouth or just a general sign-up sheet as some ISAs do get intimidate by the application process

- ISAs were not available on most of the days we needed them too and it took us more time to figure out when they can come in rather than doing the work needed
- The theme 'Stories of Us' was well selected, and the decoration was consistent with the theme throughout the Market.

### **Main Decor Piece**

The main decoration piece consisted of pictures from students that were collected before the night market, an interactive world map for people to come and place stickies on where they are from, and bubble machines to represent the theme of 'Stories of Us' (see image below). The piece was covered with lights to lighten the piece in the night.

It was built with the help of Allen Laverty, the stage carpenter of the Union House Theatre who provided us with the wooden flats which we painted with UMSU Branding and stuck the map.



**Art workshop sessions scheduled with Channon Goodwin (Arts Program Officer from George Patton Gallery) and Allen Laverty (Stage Carpenter/Mechanist from Union House Theater).**

- Highly recommend working with them again!! They helped us so much in sourcing resources, provided their time and workshop for us to come and paint and helped us set up on the day, providing tools from their workshops.
- Use the Arts Lab space as much as needed



### Other Suggestions

- Highly recommend working with the company 'Shutter Booth' to source the photo booths. They were extremely helpful, kind, and patient with the whole process of setting up and bumping down. Provided good props for us to use and backgrounds and are reasonable with their costs.
- Write the Instagram post prop and take it around for people to take pictures with it – very successful

Items	Quantity	Unit Cost (AUD)	Total Cost (AUD)
Photobooth Hire	2	990.00	1980.00
Bunnings (paints, paint brushes, ropes, paint trays)	-	-	159.32
Kmart (fairy lights, batteries, washi tape, sticky notes, markers)	-	-	162.72
Officeworks (Photobooth 'Instagram' Prop + markers + more)	-	-	143.92
Bubble Liquids + High Vis Vests	-	-	118.17
Parking permit for Shutter Booth	2	15	30.00
Poster for the Box truss and Stage	2	372.5	745.00
<b>Total</b>			<b>3339.13</b>

### 4.3. Performance

Coordinators: Jason NG, Christopher MINN, Vicky SONG

#### 4.3.1 Opening Ceremony

- Design and props usage were a great addition for the Opening Ceremony
- Height of the Ribbon should be lowered as VIPs are giving speeches behind the ribbon aren't always that tall
- Communication with EXCO of the arrival of VIP should have been planned out earlier. This includes having all VIP waiting in the stage prep tent as the indicator for Emcees to introduce the VIPs

### 4.3.2 Emcees

#### Overview

- The selection of Emcees is crucial for the success of the Night Market event. This year, the application period for Emcees was from February 6, 2024, to March 8, 2024. While this month-long window is generally adequate, it coincided with the holiday period, resulting in lower visibility and fewer applications than desired.
- In summary, the ideal solution would be to intensify our advertising efforts to ensure a broader reach and a larger pool of applicants, without impacting the overall timeline of the event preparations.

#### Logistics

- **Application Process:** The Emcee selection was a two-stage process:
  - **Written Application:** Candidates submitted a written application outlining their motivation for applying and their experience with public speaking.
  - **Interviews:** Successful applicants were invited to an interview. During these interviews, we assessed their personalities and how they handled simulated stage scenarios (refer to past documentation pertaining to scenarios). This included practicing hand signals for communication on stage, such as signaling to stall, wrap up, or introduce the next performer.
- **Recommendations:** We recommend maintaining a similar interview process, ensuring it remains lively and interactive to help applicants feel at ease. Important considerations include the applicant's Emcee style—whether they are more structured or casual and interactive. Ideally, an Emcee should balance both styles, remaining flexible and engaging without deviating too much from the script.
- **Emcee Chemistry:** The chemistry between Emcees is crucial. After the final selection, it is beneficial to have the Emcees meet and work on the script together or engage in another session of Emcee simulations. This helps build rapport and ensures a smooth flow during the event.
- **Script Creation:** Emcees should be given the responsibility of creating the script themselves, with the structure and necessary information provided, such as the performance flow and the timeline for events like giveaways. This approach allows them to personalize their interactions while staying on track.
- **Additional Activities:** To cover gaps in the schedule or to realign the performance flow, we recommend incorporating activities such as challenges and giveaways. For instance, our Emcees organized challenges like naming K-pop idols, doing push-ups, and a dance challenge with random songs. These activities are essential for managing unpredictable events during the night.

- Execution: While the activities were generally well-received, there were instances where some dragged on too long. It is important for Emcees to be mindful of the schedule and assertive in ending activities on time, even if it means cutting a game short.
- Coordination: It is crucial to have coordinators providing clear hand signals to Emcees for actions such as engaging the audience, indicating when the next performer is ready, and prompting the introduction of the next act. Emcees should practice recognizing and responding to these signals during their practical interviews.
- In situations where hand signals are insufficient, we suggest using a whiteboard or a laptop with large-font text on the side of the stage for conveying more complex instructions. This year, we successfully used a laptop for this purpose.

### Suggestions

- **Extended Application Period:** Extending the application deadline to allow more time for applicants to respond, especially those who may have missed the initial call during the holidays.
- **Increased Advertising:** A more aggressive advertising campaign to raise awareness about the Emcee applications. This approach is preferred as it avoids the complications of a tighter schedule for subsequent interview rounds and script preparation.
- Have Emcee 1<sup>st</sup> reading to be held 1 or 2 weeks (Mid Sem break/Week 6) before NM week.
- Have at least 3 readings before NM. This would give more time to refine the script and increase the chemistry between the Emcees from regular interactions.

### 4.3.3 Internal Performers

#### Overview

- The range of applicants for this year was wonderful. A selection of variety of different aspects of performances were available.
- Some performers arrived later than assigned

#### Application:

- Reviewed 20 applicants via Microsoft forms
- Set up excel sheet with variety of performance being sought for
- Identified the applicants, written enquiries further about performance

#### Selection:

- If applicants are runners of 2024, would be best to get the singers
- Always reach out to the dance clubs (Eg: Bollywood, FLARE, BIAS, ASAP)
- Wushu would be a great addition to NM else Taekwondo club perhaps

#### Interview:

- Brief about what performers should expect from NM
- Enquire on any bringing/required equipments, duration of performance, what the performance entails, availability for allocated performing timeslot, music requirements, how they are to be addressed by Emcees and explain Honoraria fee to individual performers/enquire sufficiency of amount of payment to clubs.
- Set time performers should arrive at the stage before their act.
- Negotiate with performers if there are any discrepancies with their initial application proposal to having them performing in NM
- Set a follow up for any unanswered enquiries.
- Email all performers the conversation of the interview as a reference and copy for both Coordinators and Performers.

### **Suggestions**

- Assign 1 Coordinator to be the handler of their presence with accordance to the flow.
- Keep acts below 10mins, unless circumstances.
- Try to get a band performance if possible
- The materials we can provide for the performers are limited to what can be provided by AV Melbourne (this includes microphones, speakers, amplifiers) other materials such as instruments cannot be provided. Therefore, when performers ask for such things, inform them that they should start out-sourcing it and lock it in as soon as possible.

### **4.3.4 External Performers**

#### **Overview**

- Selections were great, if possible, get them to perform for the upcoming NM. Maybe switch out the magician.
- Clear Communication wasn't established, resulting in delays and miscommunication between Performers and Coordinators.

#### **Suggestions**

- Ensure to establish communication with performers and brief them on flow.
- Assign 1 Coordinator to be the handler of their presence with accordance to the flow.
- Change Magician with another interactive performance as currently only Gatsby is interactive and has drawn in a great crowd.
- If there are changes to time slots, prioritize keeping the time slots of externals as contracts are involved with them.
- Preferably fixing the external performance prior to fixing the internal performance. Note that Internal performances that consist of huge number are more likely to be available after 6:30pm due to it being a Weekday.

- Ensure there is a coordinator available to escort the external performers towards the stage (or towards parking if necessary)

#### 4.3.5 AVMelbourne

##### Overview

- Had multiple meetings to discuss flow cohesiveness, equipments availabilities, bump in & out and stage availability for rehearsal.

##### Suggestions

- Draft up performance flow as early as possible, consult with AVM before locking down the time for External Performances.
- Have multiple check-ins with AVM pertaining stage and equipment availabilities before & after consulting with Internal Performances.
- Continuously keep AVM in the loop about flow changes.
- Ensure sound/music playlist works on AVM setup and have someone familiar with operating it (best to have one of the performance coordinators on the side with AV)
- When providing music, use a USB stick containing all the songs and double check multiple times if the files play and are compatible with the AV System

#### 4.3.6 Event flow

TIME (12 Hour)	TIME (24 Hour Start)	DURATION	PERFORMANCE
5:00pm - 5:05pm	1700	5mins	Emcee Opening Speech
5:05pm - 5:15pm	1705	10mins	VIP Speech (Provost)
5:15pm - 5:20pm	1715	5mins	Official Event Open
5:20pm - 5:23pm	1720	3mins	<b>Emcee Intro + Set up</b>
5:23pm - 5:32pm	1723	9mins	Grace Curnow
5:32pm - 5:35pm	1732	3mins	<b>Emcee Intro + Set up</b>
5:35pm - 5:50pm	1735	15mins	The Tricktator - Tristan McLindon Magician
5:50pm - 5:52pm	1750	2mins	<b>Emcee Intro + Set up</b>
5:52pm - 5:55pm	1752	3mins	Yuxuan Zhang Chinese traditional dance performed
5:55pm - 6:05pm	1755	10mins	<b>INTERMISSION</b>
6:05pm - 6:07pm	1805	2mins	<b>Emcee Intro + Set up</b>
6:07pm - 6:13pm	1807	7mins	Limelight
6:13pm - 6:16pm	1813	3mins	<b>Emcee Intro + Set up</b>
6:16pm - 6:25pm	1816	9mins	Amaya
6:25pm - 6:31pm	1825	6mins	<b>Emcee Intro + Set up</b>

6:31pm - 6:41pm	1831	10mins	MUWK – Melbourne University Wushu Kung Fu <b>[OFF STAGE - FRONT AREA]</b>
6:41pm - 6:56pm	1841	15mins	<b>INTERMISSION + Dragon Dance Setup + Emcee Intro</b>
6:56pm - 6:58pm	1856	2mins	<b>Emcee Intro + Set up</b>
6:58pm - 7:13pm	1858	15mins	Dragon dance <b>[OFF STAGE - FRONT AREA]</b>
7:13pm - 7:16pm	1913	3mins	<b>Emcee Intro + Set up</b>
7:16pm - 7:23pm	1916	7mins	ASAP Dance Crew
7:23pm - 7:26pm	1923	3mins	<b>Emcee Intro + Set up</b>
7:26pm - 7:46pm	1926	20mins	EDC (Gatsby) <b>[OFF STAGE - FRONT AREA]</b>
7:46pm - 7:48pm	1946	2mins	<b>Emcee Intro + Set up</b>
7:48pm - 7:55pm	1948	7mins	ASAP Dance Crew
7:55pm - 7:57pm	1955	2mins	<b>Emcee Intro + Set up</b>
7:57pm - 8:00pm	1957	3mins	XingTing 2nd year bachelor of Arts student playing the Guzheng
8:00pm - 8:02pm	2000	2mins	<b>Emcee Intro + Set up</b>
8:02pm - 8:12pm	2002	10mins	Bollywood Club with a Bollywood drama dance
8:12pm - 8.20pm	2012	8mins	<b>INTERMISSION + DJ Setup</b>
8:20pm - 8.22pm	2020	2mins	<b>Emcee Intro + Set up</b>
8:22pm - 9:07pm	2022	45mins	DJ (24Hz)
9:07pm - 9:10pm	2107	3mins	<b>Emcee Intro + Set up</b>
9:10pm - 9:20pm	2110	10mins	BIAS Dance affiliated with Unimelb Kpop club
9:20pm - 9:22pm	2120	2mins	<b>Emcee Intro + Set up</b>
9:22pm - 9:36pm	2122	14mins	FLARE Dance Ensemble
9:36pm - 9:45pm	2136	9mins	UMSUIntl President (Richard Ha) + Closing Remark
9:45pm - 10:00pm	2145	15mins	Stage Picture

### Reflections and suggestions

- Started later than planned but caught up with reducing Emcee Intro sessions (advised based on the day). Hence require Coordinators to be adaptive towards the environment and be flexible.
- There was friendly fire between Emcee, which as Coordinators would be required to assist in resolving and checking-up on them.

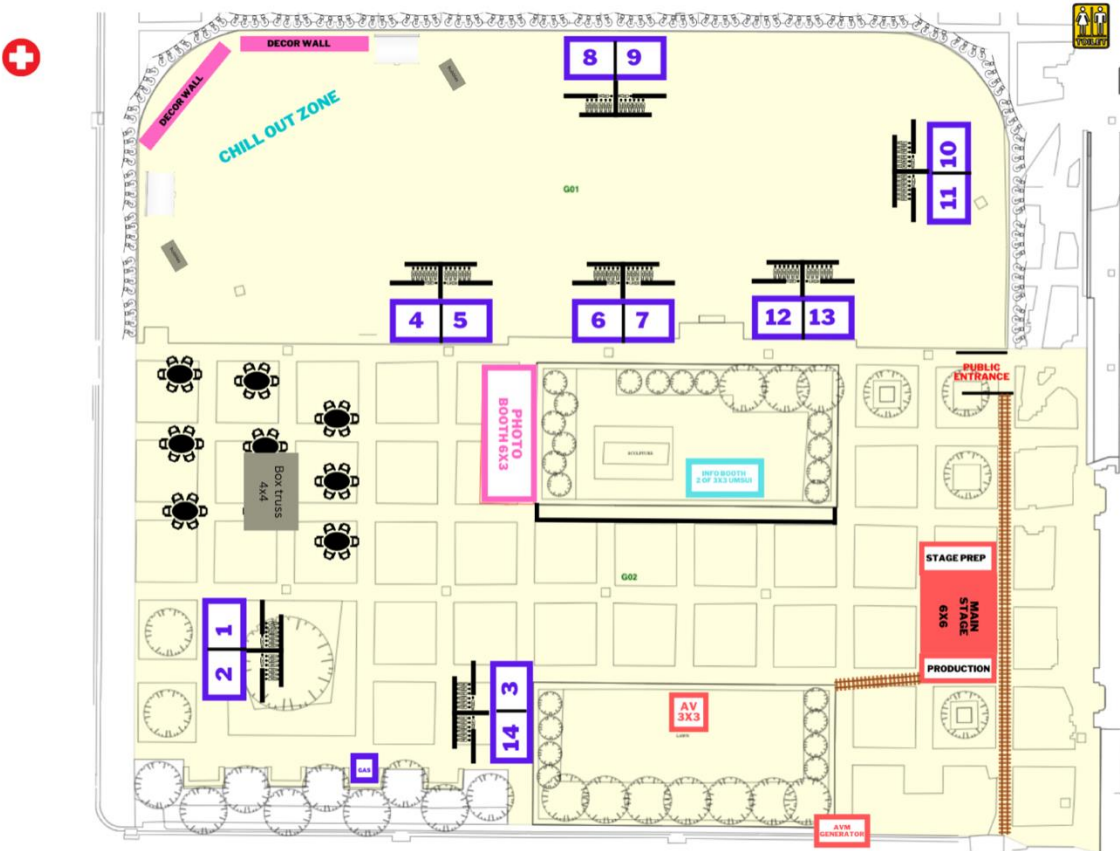
- Make note of where the parking for external performances is, have a coordinator/OB + 1 ISA to be stationed there awaiting and guiding their arrival.

#### 4.3.7 Spendings

<b>Internal Performance</b>			
Item	Quantity	Unit Cost	Total
BIAS dance crew	1	250	250
FLARE dance crew	1	500	500
Bollywood	1	270	270
Wushu	1	200	200
ASAP dance crew	1	338	338
Guzheng	1	50	50
Amaya - Singer + Guitarist	2	50	100
Yuxuan [醉太平 (Zui Tai Ping) - Chinese classical dance]	1	50	50
Limelight (acappella)	4	50	200
Grace - singer&Guitarist	1	50	50
<b>External Performance</b>			
Entertainment Dance Creations - Gatsby dancers x3	1	899	899
Hongde - Dragon dance Performance	1	980	980
Magician (Tristan Mclindon)	1	450	450
DJ (24Hz)	1	360	360
<b>Equipments</b>			
Ribbon + Giant Scissor	1	95.52	95.52
Gold Star Bow	1	14.54	14.54
<b>Total</b>			<b>4,807.06</b>

#### 4.4. Layout and overall operations

Coordinators: Christian VALERIAN, Shifa NATHANI, Rebecca CHRISTOPHER



##### 4.4.1 Concrete Lawn Layout

- The layout was pretty good and worked out well. No major issues were found with queues throughout the night. However, lighting around the box truss, main decor piece, and stage is required.

##### 4.4.2. Health and Safety Protocols

Security



- Security was enough and in the next night market, should UMSU Or university asks for a higher number of securities, refer it back to this year's report.
- 5 securities were hired for this Night Market

#### Fire Safety

- Firetac staff were working at a very slow pace throughout the night and seems to have issues with relighting the equipment. It would be wise to contact other company or communicate early about their responsibilities and expectations.

#### Paramedics

- There was not any accident that needs to be addressed by Paramedics, but the presence of paramedic would still be required.

### 4.5. Stage Details

#### ***Stage Conditions***

- With the stage being 6mx6m, the space was relatively tight for performers, especially for larger groups such as FLARE.

#### **Stage Size:**

- **Current Limitations:** Given the current stage dimensions, we recommend limiting the number of performers to a maximum of 8 people to ensure safety and adequate performance space.
- **Suggested Improvement:** Ideally, the stage size should be extended to allow more movement space and accommodate larger groups of performers comfortably.

#### **Lighting:**

- The lighting in front of the stage was poor and dim. We recommend extending the lighting to cover the front of the stage. This adjustment is highly recommended as many performances, such as martial arts demonstrations, Brazilian Samba dances, and Gatsby-themed dances, tend to interact with the audience and perform near the front of the stage.

#### **Weather Conditions:**

- The stage was impacted by the poor weather conditions on the day which ended up being a potential hazard for the performers with a slippery floor. We'd suggest having a marquee to extend further out of the stage for better coverage in case of poor weather. Additionally, we'd suggest to have tools to mitigate poor weather conditions such as a mop or any cleaning materials that can absorb water quickly to prevent performers from slipping.

### ***Layout***

- The layout of the stage was very good. Having performers enter from one side and exit from the other was a straightforward and good procedure allowing for seamless transition. Having a sound deck right next to the stage was great as well with some room for storage or for emcees to stay. Additionally, having the performers in a waiting room next to the stage was great too. We'd recommend keeping the same layout on the stage.

## **4.6. Operational Infrastructure Plan (AV Melbourne) Key Dates**



### **UMSUi NIGHT MARKET – April 2024 AVM SCHEDULE - \*TBC**

#### **TUE 16 APRIL**

1400: Delivery & Setup:

- Generator
- Trailer Stage
- FOH PA System
- Grounds Effects Lighting

2130: Tarp-up System

2200: Finish

**\*\*\*Overnight asset protection required TUE 16 APRIL @ 2130 to WED 17 APRIL @ 1400**

#### **WED 17 APRIL**

1400: Delivery & Setup:

- FOH & Stage audio systems
- Stage Lighting

**1800: REHEARSAL START** and Lighting Focus

**2100: REHEARSAL FINISH**, Shutdown and Tarp-up System

2200: Finish

**\*\*\*Overnight asset protection required WED 17 APRIL @ 2130 to THU 18 APRIL @ 1200**

**THU 18 APRIL**

1500: De-tarp and system startup

**1700: EVENT START**

**2200: EVENT FINISH**, Shutdown and Tarp-up System

2300: Finish

**\*\*\*Overnight asset protection required THU 18 APRIL @ 2230 to FRIN 19 APRIL @ 1100**

**FRI 19 APRIL**

1100: Packdown ALL

1600: Finish

## 5. Manpower

Coordinators: Cherry LAM

- It is an expectation that CnS and HR works closely together to create roles and task sheets for ISA. There were concerns that the role given and actual job done were different and therefore there is a need to ensure this does not happen in the future.
- Suggestion is to create a system of team leaders which would have longer shifts throughout the night and they should wear some identifier (high vis vest for example) so ISA and OBs knows where to go
- The info booths were present and managed by HR as a spot for check-in/out for ISAs and this should be continued to ensure that manpower will be handled properly throughout the night.
- There should also be a “floating” role that would float around the event and ensure that everything is going alright. This was done by Exco and Staff in this year’s night market and deemed to be insufficient. Due to the large scale of the event where everything is happening all at once, there should be at least 5 floating roles at any given time.
- The usage of walkie talkie could be improved since it was too chaotic throughout the night. My suggestion is to not only have one open line but 2 or 3. This is so users can communicate more efficiently.

### 5.1. Sponsorships

Coordinators: Jeslyn TANDYAJAYA, Cynthia WANG, Angelina PENG

- There were no sponsors for this year’s night market due to the lack of effort and management. For future committee, please reach out to the team early to coordinate and make spaces for sponsors in Night Market as it would add

value to the event and it is a good opportunity to create relationships with sponsors.

## **5.2. Publicity**

Coordinators: Maddy SUTANTO

### **5.2.1 Internal Publicity**

- As part of the publicity attempt, officers had to change their profile photo to NM photo. This was met with a lot of complaints and unnecessary anger. For the next committee, this is not an optional activity and its part of the duty as an elected representative. This was not made clear previously and this is an attempt to do so for the next night market.
- There was a lack of coordinating manpower to put up posters around university spaces and this should be done next year early to ensure that more students comes to the event.

### **5.2.2 External Publicity**

- External promotion were done using reels, posts, and Instagram story which yield to a high number of views. The use of paid promotion also enhances this outcome.
- Suggestion is to continue the usage of trendy reels to reach students.

## **5.3. VIP reception**

Coordinators: Richard HA, Christian VALERIAN

- VIP reception resulted in a positive look of our work in UMSU INTL to the University, this was a good chance to ensure that UMSU INTL gets their credit for their work.
- Some improvement could be made by ensuring we have enough manpower to decor the venue ahead of time.
- Assign a person in charge to take over CnS VP when they are in the VIP reception to ensure the event will still go perfectly.

## **5.4. Documentation**

- Documentation was done internally without professionals this year to save the cost. However, should there not be enough ISA and OBs photographers, a professional photographer should be hired to capture the event.

## **6. Budget**

A total of **\$85,000** have been allocated for this event, with the breakdown as listed below:

### 6.1. Notes on Budget

UMSU International is a not-for-profit organization and is eligible to claim back the 10% GST. Therefore, the actual budget allocated (ie. \$85,000.00) is a number that excludes GST, meaning actual expenditure (incl. GST) is up to \$95,000.00

### 6.2. Budget Breakdown

<b>Items</b>	<b>Proposed Budget (\$)</b>	<b>Actual Expenditure</b>
Decoration <ul style="list-style-type: none"> <li>• Transportation</li> <li>• Handmade Items</li> </ul> Materials <ul style="list-style-type: none"> <li>• Photobooth</li> </ul>	<b>\$3,500.00</b>	<b>\$3,339.13</b>
Performance <ul style="list-style-type: none"> <li>• Emcee props and costumes</li> <li>• Internal/Student performers</li> <li>• External performers</li> <li>• Stage props</li> </ul>	<b>\$6,000.00</b>	<b>\$4,807.06</b>
Food Stalls <ul style="list-style-type: none"> <li>• Equipment (hygiene)</li> <li>• Food premises registration</li> <li>• Competition prizes</li> <li>• Chef hire</li> </ul>	<b>\$10,000.00</b>	<b>\$4,416.08 (inc income of \$4,212.00)</b>
Activities <ul style="list-style-type: none"> <li>• Raffle Prizes to encourage feedback (Sponsored)</li> </ul>	<b>\$500.00</b>	<b>N/A (no activities are done)</b>
Equipment Hire <ul style="list-style-type: none"> <li>• Marquees</li> <li>• Gas stoves</li> <li>• BBQ Pits</li> <li>• Etc.</li> <li>• Portable Kitchen</li> </ul>	<b>\$23,000.00</b>	<b>\$18,575.69</b>
AV Melbourne Hire <ul style="list-style-type: none"> <li>• Stage</li> <li>• PA/Sound system</li> <li>• Test and Tag</li> <li>• Labour Cost</li> </ul>	<b>\$28,000.00</b>	<b>\$27,165.00</b>

<ul style="list-style-type: none"> <li>Fx lighting (vs white lighting)</li> </ul>		
Publicity <ul style="list-style-type: none"> <li>Printing</li> <li>Facebook boost advertising</li> </ul>	<b>\$500.00</b>	<b>\$800.00</b>
Organisational Health & Safety <ul style="list-style-type: none"> <li>Security</li> <li>Cleaning services</li> <li>Fire Safety</li> <li>Paramedic</li> </ul>	<b>\$6,500.00</b>	<b>\$10,612.72</b>
VIP Reception <ul style="list-style-type: none"> <li>Catering</li> <li>Parking</li> </ul>	<b>\$1,000.00</b>	<b>\$740.88</b>
Others <ul style="list-style-type: none"> <li>Documentation (Videographer)</li> <li>ISA appreciation</li> </ul>	<b>\$4,000.00</b>	<b>\$413.27</b>
Miscellaneous Budget	<b>\$2,000.00</b>	<b>\$0</b>
<b>Total Amount (UMSU International) (excl. GST)</b>	<b>65,000.00</b>	<b>\$70,869.83</b>
Total Amount (Grants)	<b>20,000.00</b>	<b>\$0</b>
Total Amount (Night Market 2024)	<b>85,000.00</b>	<b>\$70,869.83</b>
<b>Surplus</b>		<b>\$14,130.17</b>

## 7. Conclusion

This concludes our Night Market 2024 Report. Please do not hesitate to contact the Cultural and Social Department should you have any queries.

**Prepared by,  
Christian Valerian  
Cultural and Social Department 23/24  
UMSU International**

## President's Monthly Report

Central Committee Meeting #1 Semester 2 – Monday, 29<sup>th</sup> July 2024

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### 1. Introduction

Over the winter break, the university is in operation as per usual and so that means that my role as UMSU International President doesn't cease during this time either. This report will touch on issues that I've been focusing on during the break.

#### 485 Graduate Visa Support

Following the government's changes to the 485 Temporary Graduate Visa, students who filed their visa applications before July 1<sup>st</sup> were eligible for the extended visa. We asked the university to expeditiously process their Letters of Completion for students who are eligible and who had opted in. In collaboration with SASS (Stop 1), we managed to spread information crucial to these visa changes and most students who were eligible received their early letters of completion. I'm really pleased to see this through and to see students being supported as the university has been known to be stuck in paperwork limbo, which leads to delays that affects the wellbeing of international students.

#### International Student Cap Update

I've mentioned this before in our previous CCM, but with the recent caps announced for international students, a lot of people have reached out with concerns with what it means for their futures here in Australia. I've done more than five separate interviews with different outlets and groups trying to ensure that people are up to date with information, as well as talking to specific members in the University staff, particularly DVC Global, Culture and Engagement Michael Wesley, to hear their thoughts on this issue and getting a confirmation of their support for international students. I'm happy to announce for those of you who haven't seen yet that the University has taken an official stance on this matter, with them strongly opposing the federal government's decision to announce international student caps because it adversely affects Australia's reputation as a global education destination. I hope that the work will continue to ensure that The University of Melbourne's students are the least affected.

I will also mention that the rhetoric that I've seen regarding this issue does not do well to represent the diversity in international students that is present in our community. I do condemn the stereotypical and single-dimensional portrayal of our students by some of these articles I've come across. There's a lot of work to do in the space regarding giving international students fair media representation as a lot of times we are subject to being the scapegoats of what ultimately is a domestic issue—

whether it be housing or the job market. This was one of my main goals when engaging in these discussions as I'm frustrated by the lack of knowledge some people have on how international students operate.

### Enhancing Student Connections Steering Committee

As part of the work, I've been doing in this committee since the start of 2024, we are looking to redefine and expand the Academic Advising program as well as implementing Peer Assisted Study Sessions to supplement the support for students, especially new international students who still need acclimation to studying in Melbourne. This semester, the working group is running pilot sessions for the new form of Academic Advising with it properly being rebranded to Academic Mentoring prospectively in 2025. My main contributions here was to identify the specific parts of academic advising that students would find helpful, rather than all the parts where we've identified do not provide that much value to students. As such, we want to make sure this acts as a tool for students to find their place in the university, and not just seeking help academically, as that was the reputation that this program had previously.

### Academic Integrity Policy Review and Special Consideration Update

Finally, another meeting which has considerable updates would be the policy review regarding Academic Integrity, specifically in areas of misconduct and special consideration. The new UMSU International committee will be overseeing the conclusion of this policy review working group, but there has been changes put into place that will place leniency on students who genuinely want to do well but have been misguided by external third party vendors, in addition to changes within the process which will allow international students to receive fairer academic hearings and meetings with the staff involved in the process. I've also ensured that the communications received by students in this process will not include immense jargon, to ensure that everyone understands what is expected of them.

Furthermore, we also noted with the University that across Faculties there seems to be a lack of consistency with how similar types of academic misconduct allegations are handled and the types of outcomes that students receive. In this point, they've made the changes for the process to be centralised in some respects to allow for the final outcomes to be consistent across all faculties.

An acute issue that seems to disproportionately affect international students is the different ways in which faculties engage in academic integrity. The university often operates in silos between different schools, and so within this process I am pleased to see that consistency should hopefully be on the horizon.





## **2. Conclusion**

This concludes my final President's Report for my tenure as the President of UMSU International for the 2023-2024 term. If you have any queries, please *do* hesitate to contact me as my term will be ending.

**Prepared by,**

**Richard Ha  
President 23/24  
UMSU International**



## 6. Other Business

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6.1 Come to AGM!!! Thanks for an amazing term everyone! ^^ - Pres Richard

## 7. Next Meeting

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CCM #2

Date : Monday, 12<sup>th</sup> August 2024 (17:30)

Venue : PAR-Biosciences 2-122-L1-124-Turner Theatre